

**CRANSTON SCHOOL COMMITTEE MEETING
AUGUST 15, 2016
HOPE HIGHLANDS ELEMENTARY SCHOOL
300 HOPE ROAD, CRANSTON, RI 02921
EXECUTIVE SESSION – 6:00 P.M.
IMMEDIATELY FOLLOWED BY PUBLIC MEETING**

AGENDA

1. Call to order – 6:00 p.m. Convene to Executive Session pursuant to RI State Laws –
2. PL 42-46-5(a)(1) Personnel:
 - a. Discussion of Certified Administrator A
 - b. Discussion of Certified Employee A
 - c. Certified Recalls
3. PL 42-46-5(a)(2) Collective Bargaining/Litigation:
 - a. Bus Driver Negotiations
 - b. Tradespeople Negotiations
 - c. Custodian Negotiations
4. PL 42-46-5(3)
 - a. District Safety Plan
5. Adjourn Executive Session
6. Call to Order - Public Session
7. Roll Call – Quorum
8. Executive Session Minutes Sealed – August 15, 2016
9. Minutes of Previous Meetings Approved – July 18, 2016 (Regular Meeting), July 18, 2016 (Student Hearing A) and August 10, 2016 (Work Session)
10. Public Acknowledgements/Communications
11. Chairperson's Communications
12. Superintendent's Communications
13. School Committee Member Communications
14. Public Hearing
 - a. Students (Agenda/Non-Agenda Matters)
 - b. Members of the Public (Agenda Matters Only)
15. Consent Calendar/Consent Agenda
16. Action Calendar/Action Agenda

RESOLUTIONS

PERSONNEL

Resolution No. 16-08-01 RESOLVED, that the Amendment to the Collective Bargaining Agreement between the Cranston School Committee and the Rhode Island Laborers District Council Local 1322 Bus Drivers\Mechanics Unit with a term from July 1, 2014 through June 30, 2017 be accepted subject to ratification by the Cranston City Council. **(Fiscal Impact Analysis Attached)**

Resolution No. 16-08-02 RESOLVED, that the Amendment to the Collective Bargaining Agreement between the Cranston School Committee and the Rhode Island Laborers District Council Local 1322 Tradespeople Unit with a term from July 1, 2014 through June 30, 2017 be accepted subject to ratification by the Cranston City Council. **(Fiscal Impact Analysis Attached)**

Resolution No. 16-08-03 RESOLVED, that the Cranston School Committee accept or reject the Memorandum of Agreement between the Cranston School Committee and Certified Employee A.

Resolution No. 16-08-04 RESOLVED, that at the recommendation of the Superintendent, said certified personnel be recalled from layoff, and

Be it further **RESOLVED**, that the Superintendent notify these individuals of the committees actions.

Resolution No. 16-08-05 RESOLVED, that at the recommendation of the Superintendent, the following certified Administrator be appointed **(see attached Fiscal Impact Statement)**:

Cheryl Mercurio, Assistant Director
Pupil Personnel
Effective Date: August 1, 2016

Resolution No. 16-08-06 RESOLVED, that at the recommendation of the Superintendent the following certified personnel be appointed for the 2016-2017 school year:

Angela Hartley, Step 1
Education...Keane State, BS
Experience...American School-South Korea
Certification....Emergency Cert-ESL
Assignment... Gladstone 1.0 FTE
Effective date...August 31, 2016
Authorization...New
Fiscal Note... 11913180 51110

Cody Warnock, Step 2

Education...URI, BS
Experience...Cranston Substitute
Certification...Health & Physical Education Pk-12
Assignment...NEL\CPS .4 FTE
Effective Date...August 31, 2016
Authorization...Replacement
Fiscal Note...40235174 51110

Kathryn Flinn, Step 9 + Masters

Education...PC, BA, BC Masters
Experience...Cranston Substitute
Certification...Guidance K-12
Assignment...Itinerant .8 FTE
Effective Date...August 31, 2016
Authorization...Replacement
Fiscal Note... 12215010 51110

David DiMaio, Step 5

Education...URI, BME
Experience...Pawtucket School Department
Certification ...Music PK-12
Assignment...Hope Highlands
Effective Date...August 31, 2016
Authorization...New
Fiscal Note...13412410 51110

Audrey Edwards, Step 4

Education...URI, BS
Experience...Pawtucket School Department
Certification...Health & Physical Education PK-12
Assignment... Itinerant 1.0 FTE
Effective date...August 31, 2016
Authorization...New
Fiscal Note... 12512430 51110

Meg Shewchuk, Step 7

Education...URI, BS
Experience...Scituate School Department
Certification...Health & Physical Education Pk-12
Assignment...Itinerant 1.0 FTE
Effective Date...August 31, 2016
Authorization...New
Fiscal Note...12812430 51110

Regina Hogan, Step 9

Education...RIC, BA

Experience...William Davies Career Technical School

Certification....Emergency Cert

Assignment... CACTC 1.0 FTE

Effective date...August 31, 2016

Authorization...Replacement

Fiscal Note... 13212650 51110

Lauren Cerra, Step 6 +Masters

Education...URI, BA, RIC, MA

Experience...Warwick Public Schools

Certification....Special Ed K-12

Assignment... Itinerant 1.0 FTE

Effective date...August 31, 2016

Authorization...Replacement

Fiscal Note... 19021230 51110

Resolution No. 16-08-07 RESOLVED, that at the recommendation of the Superintendent, the retirement of the following certified personnel be accepted:

Catherine Procaccini, Teacher

Waterman

Effective Date....June 30, 2017

Louis Procaccini, Jr., Teacher

Arlington

Effective Date...June 30, 2017

Joyce Ward, Teacher

Itinerant

Effective Date....June 30, 2017

Resolution No. 16-08-08 RESOLVED, that at the recommendation of the Superintendent, the following certified staff member be granted a leave of absence without compensation as provided in Article XIX, Section F of the Master Agreement between the Cranston School Committee and the Cranston Teachers' Alliance:

Caren Signore, Teacher

Orchard Farms

Effective Date...August, 2016 to September, 2017

Resolution No. 16-08-09 RESOLVED, that at the recommendation of the Superintendent, the resignation of the Special Education Chairperson for Hope Highlands Middle School be approved.

Cheryl Mercurio

Resolution No. 16-08-10 RESOLVED, that at the recommendation of the Superintendent, the resignation(s) of the following certified personnel be accepted:

William Romanias, Teacher
Cranston East
Effective...August 12, 2016

Nora Collins, School Psychologist
Pupil Personnel
Effective Date..... August 12, 2016

Resolution No. 16-08-11 RESOLVED, that at the recommendation of the Superintendent, the following individual(s) be reappointed as an athletic coach:

Cranston High School East

Thomas Centore- Head Football Coach
Ken Simone- Assistant Football Coach
Isaiah McDaniel-Assistant Football Coach
Corey Capirchio-Assistant Football Coach
Rafael Medina-Freshman Football Coach
Robert Bouchard- Head Boys' Cross Country Coach
Robert LaBanca- Head Girls' Cross Country Coach
Michael Boyajian-Head Girls' Tennis Coach
Carl Bishop, Assistant Girls' Tennis Coach
Richard Grenier-Head Boys' Soccer Coach
Richard Grenier, Jr.-Assistant Boys' Soccer Coach
Meaghan McGonagle-Head Girls' Volleyball Coach
Scott Maynard, Head Girls' Soccer Coach
Nicholas Ruggieri, Assistant Girls' Soccer Coach

Cranston High School West

Stephen Stoehr- Head Football Coach
Robert Malo- Assistant Football Coach
Thomas Milewski- Assistant Football Coach
Justin Erickson-Assistant Football Coach
Nichola Demarco-Freshman Football Coach
Eric Bogossian-Assistant Boys' Soccer Coach
Jeremy Sherer-Head Girls' Soccer Coach
James Royal-Assistant Coach Girls' Soccer Coach
James Lucas-Head Girls' Tennis Coach
Nancy Hersey- Assistant Girls' Tennis Coach

Tom Ferri- Head Girls' Volleyball Coach
Neil Nachbar-Assistant Girls' Volleyball Coach
Matthew Reis- Unified Volleyball Coach
Dina Cesana-Head Coach Girls' Cross Country

Bain

Cristen Rekrut-Head Coach Girls' Soccer

Western Hills

Daniel Burns-Head Coach Boys' Soccer
Audrey Thorpe-Head Coach Girls' Soccer
Joseph Splendorio-Head Coach Cross Country
Joseph Splendorio-Equipment Manager

Park View

Derek Gustafson-Head Coach Boys' Soccer
Orlando Zarone-Head Coach Girls' Soccer
Michael Boyajian-Equipment Manager

Resolution No. 16-08-12 RESOLVED, that at the recommendation of the Superintendent, the following non-certified employee(s) be appointed:

Tara Alviano, 5 FTE Teacher Assistant
Barrows
Effective date...September 1, 2016
New
Fiscal Note...11246010 51110

Elizabeth Bernard, Bus Monitor
Transportation
Effective Date...September 1, 2016
Replacement
Fiscal Note...12645090 51110

Lori Stadelbauer, Bus Monitor
Transportation
Effective Date...September 1, 2016
Replacement
Fiscal Note...12645090 51110

Kenneth Marino, Bus Monitor
Transportation
Effective date...September 1, 2016
Replacement
Fiscal Note...12645090 51110

Ruthanne Farina, .5 FTE Teacher Assistant
Garden City
Effective date...September 1, 2016
New
Fiscal Note...12246010 51110

Britany Whittemore, .5 FTE Teacher Assistant (PCA)
Garden City
Effective Date...September 1, 2016
New
Fiscal Note...12246020 51110

Alyssa Padula, .5 FTE Teacher Assistant
Stone Hill
Effective Date...September 1, 2016
Fiscal Note...12746010 51110

Toni Desimone, .5 FTE Teacher Assistant
Waterman
Effective Date...September 1, 2016
Fiscal Note...11046010 51110

Holly Costa, .5 FTE Teacher Assistant
Waterman
Effective Date...September 1, 2016
Fiscal Note...11046010 51110

Michele Marchetti, .5 FTE Teacher Assistant
Stadium
Effective Date...September 1, 2016
Fiscal Note...12046010 51110

Anne Iacobucci, .5 FTE Teacher Assistant
Gladstone
Effective Date...September 1, 2016
New
Fiscal Note...11946010 51110

Kyle Grant, Behavior Technician
Rhodes
Effective Date...September 1, 2016
Replacement
Fiscal Note...11746117 51110

Sheryl Peacock, Behavior Technician
Western Hills
Effective Date...September 1, 2016
Replacement
Fiscal Note...12946117 51110

Megan Mann, .5 FTE Teacher Assistant
Arlington
Effective Date...September 1, 2016
New
Fiscal Note...12546010 51110

Indira Martinez, .5 FTE Teacher Assistant
Edgewood
Effective Date...September 1, 2016
Replacement
Fiscal Note....13046050 51110

Joshua Cottrell, Mechanic
Transportation
Effective Date...August 16, 2016
Replacement
Fiscal Note... 15049050 51110

Wendy Parks, Teacher Assistant
Oak Lawn
Effective Date...September 1, 2016
New
Fiscal Note...10346010 51110

Resolution No. 16-08-13 RESOLVED, that at the recommendation of the Superintendent, the resignation(s) of the following non-certified personnel be accepted:

Thomas Reali, Director of Transportation
Transportation
Effective Date...July 29, 2016

BUSINESS

Resolution No. 16-08-14 RESOLVED, that the following purchase(s) be approved:

Photocopier Maintenance for the period from September 1, 2016 to August 31, 2017 in the amount of \$52,024.30

Number of bids issued	2
Number of bids received	2

Resolution No. 16-08-15 RESOLVED, that the following purchase(s) be approve:

Contracted Transportation Services through First Student for middle school athletic events as well as occasional Varsity games at a rate of \$74.00 per hour to include driver, fuel, insurance and maintenance as procured through the state MPA.

Resolution No. 16-08-16 RESOLVED, that the following purchase(s) be approve:

Energy Advisor Services be awarded to Silent Sherpa in the amount of \$30,000 (16-17); \$30,900 (17-18); \$31,827 (18-19). Optional years \$33,000 (19-20) and \$34,000 (20-21)

Number of bids issued	4
Number of bids received	1

POLICY AND PROGRAM

Resolution No. 16-08-17 RESOLVED, that at the recommendation of the School Committee, the following polices from the 2000 series - Administration be amended and/or deleted. **(Second Reading) (See attached policies)**

Policy No. 2000	The Concept of Administration	No Change
Policy No. 2100	Central Administrative and Supervisory Personnel	Amend
Policy No. 2211.2	Committee Involvement	Delete
Policy No. 2320	Consultants	Delete
Policy No. 22400	Administrative Operations	Amend
Policy No. 2410	Organizational Units and Structural Relationships	No Change
Policy No. 2420	Line of Responsibility	Amend
Policy No. 2440	Administrative Leeway in Absence of Board Policy	No Change
Policy No. 2450	Review of Administrative Decisions	Delete
Policy No. 2460	Control and Communication Systems	Amend
Policy No. 2510	Conflict of Interest	Delete
Policy No. 2520	Automated External Defibrillator (AED) Policy	Delete
Policy No. 2525	Cell Phone Reimbursement Policy	Delete
Policy No. 2526	Cell Phone Usage and Recording Device(s) Policy	Delete

Resolution No. 16-08-18 RESOLVED, that at the recommendation of the School Committee, the following policy from the 5000 series - Students be approved. **(Second Reading) (See attached policy)**

Policy No. TBD	Transgender, Gender Non-Forming and Transitioning Students Policy	New
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17. Public Hearing on Non-Agenda Items

18. Announcement of Future Meeting(s) – September 14, 2016 and September 19, 2016

19. Adjournment

School Committee members who are unable to attend this meeting are asked to notify the Chairperson in advance. Interested persons and the public at large, upon advance notice, will be given a fair opportunity to be heard at said meeting on the items proposed on the agenda. Individuals requesting interpreter services for the hearing impaired must notify the Superintendent's Office at 270-8170 72 hours in advance of hearing date. Any changes in the agenda pursuant to RIGL 42-46-6(e) will be posted on the school district's website at www.cpsed.net, Cranston Public Schools' administration building, 845 Park Ave., Cranston, RI; and Cranston City Hall, 845 Park Ave., Cranston, RI and will be electronically filed with the Secretary of State at least forty-eight hours (48) in advance of the meeting.

Notice posted: August 12, 2016

CRANSTON PUBLIC SCHOOLS									
COLLECTIVE BARGAINING									
FISCAL IMPACT STATEMENT									
BUS DRIVERS & MECHANICS									
2014 - 2017									
CATEGORY		2014-2015	2015-2016	2016-2017	TOTALS				
SALARY INCREASE	(A)	N/A	N/A	60,530	60,530				
FICA TAX		N/A	N/A	3,753	3,753				
MEDICARE TAX		N/A	N/A	878	878				
NON-CERTIFIED PENSION		N/A	N/A	6,483	6,483				
ORIGINAL FISCAL IMPACT		116,679	21,301	(20,867)	117,114				
Total Annual Impact Thru 2017		116,679	21,301	50,776	188,757				
Total Cumulative Impact Thru 2017		116,679	137,980	184,866	439,525				
ASSUMPTIONS									
(A) SALARY									
2016-2017 - 3.5% (Drivers & Reg. Mechanics)									
2016-2017 - \$1.25 (Lead Mechanic)									

CRANSTON PUBLIC SCHOOLS													
COLLECTIVE BARGAINING													
FISCAL IMPACT STATEMENT													
BUS DRIVERS & MECHANICS													
2014 - 2017													
												TOTAL ANNUAL CHANGE THRU FYE 2017	
CATEGORY			2014-2015		2015-2016		2016-2017						
SALARY INCREASE	(A)		109,879		35,462		TBD					145,341	
LONGEVITY	(B)		(28,300)		(28,300)		(28,300)					(84,900)	
RE-INSTATEMENT OF TWO HOLIDAYS			16,545		17,017		17,017					50,579	
FICA TAX			6,084		1,499		(700)					6,883	
MEDICARE TAX			1,423		351		(164)					1,610	
NON-CERTIFIED PENSION	(C)		11,049		2,723		(1,270)					12,501	
PLAN DESIGN CHANGES													
DEDUCTIBLE SAVINGS	(D)		N/A		(14,900)		(14,900)					(29,800)	
EMPLOYEE REIMBURSEMENT	(D)		N/A		7,450		7,450					14,900	
Total Annual Impact Thru 2017			116,679		21,301		(20,867)					117,114	
Total Cumulative Impact Thru 2017			116,679		137,980		117,114					371,773	
						The above excludes the cost of a raise, if awarded, in FYE 2017.							
ASSUMPTIONS													
(A) SALARY													
2014-2015 - \$1.10													
2015-2016 - 2.00%													
2016-2017 - RE-OPENER													
(B) LONGEVITY													
ELIMINATION OF LONGEVITY													
(C) NON-CERTIFIED PENSION													
2014-2015 - 11.26%													
2015-2016 - 11.26%													
2016-2017 - 11.26%													
(D) PLAN DESIGN													
DEDUCTIBLE PLAN													
*\$250 INDIVIDUAL													
*\$500 FAMILY													
NOTE: DISTRICT WILL REIMBURSE 50% BACK TO THE EMPLOYEE - MAXIMUM \$250/FAMILY PLAN & \$125/INDIVIDUAL PLAN.													
TBD - TO BE DETERMINED													

CRANSTON PUBLIC SCHOOLS									
COLLECTIVE BARGAINING									
FISCAL IMPACT STATEMENT									
TRADESMEN									
2014 - 2017									
									Total Annual
									Change Thru
CATEGORY			2014-2015		2015-2016		2016-2017		FYE 2017
Salary Increase	(A)		N/A		N/A		20,800		20,800
Fica			N/A		N/A		1,290		1,290
Medicare			N/A		N/A		302		302
Non-Certified Pension			N/A		N/A		2,228		2,228
Original Fiscal Impact			21,852		10,437		(668)		31,621
Total Annual Impact Thru 2017			21,852		10,437		23,951		56,240
Total Cumulative Impact Thru 2017			21,852		32,289		56,220		110,361
ASSUMPTIONS									
(A) SALARY									
2016-2017 - \$1.25									

CRANSTON PUBLIC SCHOOLS					
COLLECTIVE BARGAINING					
FISCAL IMPACT STATEMENT					
TRADESMEN					
2014 - 2017					
					Total Annual
					Change Thru
CATEGORY		2014-2015	2015-2016	2016-2017	FYE 2017
SALARY INCREASE	(A)	18,304	9,339	TBD	27,643
LONGEVITY	(B)	(3,525)	(3,525)	(3,525)	(10,575)
RE-STATEMENT OF TWO HOLIDAYS		3,598	3,678	3,678	10,954
FICA TAX		1,139	589	9	1,737
MEDICARE TAX		266	138	2	406
NON-CERTIFIED PENSION	(C)	2,069	1,069	17	3,155
PLAN DESIGN CHANGES					
DEDUCTIBLE SAVINGS	(D)	N/A	(1,700)	(1,700)	(3,400)
EMPLOYEE REIMBURSEMENT	(D)	N/A	850	850	1,700
Total Annual Impact Thru 2017		21,852	10,437	(668)	31,621
Total Cumulative Impact Thru 2017		21,852	32,289	31,621	85,762
The above excludes the cost of a raise, if awarded, in FYE 2017.					
ASSUMPTIONS					
(A) SALARY					
2014-2015 - \$1.10					
2015-2016 - 2.00%					
2016-2017 - RE-OPENER					
(B) LONGEVITY					
ELIMINATION OF LONGEVITY					
(C) NON-CERTIFIED PENSION					
2014-2015 - 11.26%					
2015-2016 - 11.26%					
2016-2017 - 11.26%					
(D) PLAN DESIGN					
DEDUCTIBLE PLAN					
*\$250 INDIVIDUAL					
*\$500 FAMILY					
NOTE: DISTRICT WILL REIMBURSE 50% BACK TO THE EMPLOYEE - MAXIMUM \$250/FAMILY PLAN & \$125/INDIVIDUAL PLAN.					
TBD - TO BE DETERMINED					

Administrator's Compensation Schedule													
Fiscal Year 2016-2017													
<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL</u>	<u>ANN SALARY</u>	<u>HEALTH</u>	<u>DENTAL</u>	<u>LIFE</u>	<u>PENSION</u>	<u>SURV BE</u>	<u>OASDI</u>	<u>MEDICARE</u>	<u>TOTAL Fringe</u>	<u>Sal & Fringe</u>	
Cheryl Mercurio	Asst SE Dir Horton		85,000.00	12736	1005	32	13,609	96	0	1233	28,710	113,710	
Administrator's Compensation Schedule													
Fiscal Year 2017-2018													
<u>NAME</u>	<u>POSITION</u>	<u>SCHOOL</u>	<u>ANN SALARY</u>	<u>HEALTH</u>	<u>DENTAL</u>	<u>LIFE</u>	<u>PENSION</u>	<u>SURV BE</u>	<u>OASDI</u>	<u>MEDICARE</u>	<u>TOTAL Fringe</u>	<u>Sal & Fringe</u>	
Cheryl Mercurio	Asst SE Dir Horton		85,000.00	13373	1005	32	13,609	96	0	1233	29,347	114,347	
5% increase for health													

ADMINISTRATION: 2000 SERIES

This series deals with the administrative machinery at the executive level. Here is recorded the board's action in activating all administrative and supervisory jobs – to the extent that the board has that function under the law. Job descriptions of those positions will also be found here, or a reference to where they may be found if their number justifies a separate manual.

In addition, you should find here an organization chart, a statement of the line of responsibility, evidence of problem-solving and communications devices like councils, cabinets, and committees for executives – all supported by a clear statement of the philosophy of administration subscribed to or by the board and superintendent.

The Concept of Administration

The school committee will determine the policies to guide the decision-making process governing all activities of the schools. In setting these policies, it will seek the advice and assistance of the faculty, staff, and other relevant persons through the superintendent of schools.

Each employee and pupil is responsible for following the approved policies until modified. The administration is charged with the responsibility for organizing the staff for effective administration of the schools and for preparing in detail, where applicable, the rules and regulations for implementing the approved policies. If a situation demanding decision is not covered by an existing policy or by regulations, the superintendent or his designee is empowered to make the decision he deems best, later reporting to the school committee.

The superintendent is responsible to the school committee for the administration of the schools under applicable laws and the policies of the school committee. He shall select his staff and faculty and recommend them to the school committee for appointment. He shall make, or designate the appropriate official to make the necessary administrative decisions.

It shall be the intent of the school committee to make available a sufficient number of qualified officials to administer the schools efficiently and to require the superintendent to organize it to secure a clear understanding of the functions of each official and of the relationship between and among them; to establish clear lines of communication, both vertically and horizontally; and to establish the necessary councils, cabinets, and committees to provide for efficient operation of the schools. To engage in this process in an orderly fashion, each group shall be given particular responsibilities, and channels shall be established so that the recommendations or decisions of each group can be heard and reviewed by the chief administrative officer concerned and, where appropriate, by the school committee.

It shall be the policy in the organization and administration of the schools to balance responsibility with commensurate authority subject to the reserve and legal powers of the school committee. This means that a member of the staff when assigned a responsibility or a position shall be given the authority to make the decisions necessary to perform the tasks.

In order that the schools may operate effectively with good morale and participation of its personnel, the following principles are considered by the school committee to be fundamental:

1. The institution shall establish an effective system for the recruitment of qualified personnel for each position.
2. Each officer shall be responsible and accountable for making and following a plan of development for all staff assigned to his area of operation.
3. The administration shall devise an orderly plan whereby the suggestions or criticisms of the operation of the schools shall be heard and receive consideration.

4. The structure, policies and rules and regulations of the schools shall be evaluated and critically reviewed at regular intervals, and the superintendent shall be responsible for devising a plan to make this possible.

The Concept of Administration (cont.)

5. The administration shall be responsible and accountable for establishing and operating a system of communication by which each member of the staff and faculty can be kept informed of the proposals and problems of the faculty and administrative staff.
6. The superintendent, principals, and related administrative officers shall be responsible and accountable for keeping the teaching staff dynamic and experimental in their course offerings, and for balancing the program to keep it in harmony with the school objectives and changing social conditions and free from domination of vested interests.

Legal Reference: General Laws of Rhode Island 16-21-11 General Powers and duties of superintendents.

Policy Adopted: 4/24/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Central Administrative and Supervisory Personnel

~~All administrative and supervisory positions in the school system are established initially by the school committee or by state law, or both.~~

It is the intent of the school committee to activate a sufficient number of such positions to promote the attainment of our school's goals.

~~In each case, the school committee will approve the broad purpose and function of the position of harmony with state laws and regulations approve a statement of job requirements as recommended by the superintendent, and delegate to the superintendent the task of writing, or causing to be written, a job description for the position.~~

The school committee wishes the superintendent to maintain continuously a comprehensive, coordinated set of job descriptions for all such positions so as to promote efficiency and economy in the staff's operations.

Legal Reference: General laws of Rhode Island 16-2-9 Selection and compensation of superintendent. 16-2-11 General Powers and duties of superintendent.

Policy Adopted: 4/24/72
Policy Amended: 8/15/16 (Resolution No.)

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Committee Involvement

~~Recognizing the importance of the leadership role of the principal, the committee will be invited to be involved in the initial principalship interviews through representation of such screening committees as are established for this purpose.~~

~~The superintendent is directed to prepare administrative regulations implementing this policy. The chairman shall appoint two school committee members to participate with the interviewing team in the initial screening for candidates seeking promotional positions above the rank of teacher, requiring certification.~~

~~Members of the school committee who agree to serve on the interviewing committee must attend interviews for all qualified candidates at a time convenient to members of the school committee. Professional staff members of the interview team will be selected by the superintendent or his designee for their expertise, experience or relative position in the organization.~~

~~A scoring system will be employed at the initial screening level so that reactions of the interviewing team may be quantitatively compared for desired traits of candidates.~~

~~Written reference forms may be submitted prior to initial screening interviews by members of the school committee for consideration, along with other information relating to the candidate. Final interview of the top three candidates will be conducted by the superintendent and the school committee.~~

~~Summary data for the top three candidates considered will be provided to all members of the school committee.~~

~~Final recommendation for promotional positions above the rank of teacher, requiring certification, will be submitted by the superintendent.~~

~~Action by the committee on the recommendations of the superintendent must take place on the evening that the names of the individuals are presented, to protect the confidentiality and professional security of individuals being considered.~~

Policy Amended: 8/16/82

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Consultants

~~If it is deemed desirable to invite representatives from outside the school committee or the staff as observers or consultants, such invitations should be issued with advance knowledge of the group concerned and approval of the school committee.~~

Policy Adopted: 4/24/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Administrative Operations

To guide the superintendent in determining the pattern of his/her administrative operation, the school committee offers the following statements of intent:

1. The school committee will devote its major effort to clarifying and establishing goals for the school system, weighing and adopting policies to guide the professional staff, to appraising results achieved in relation to the goals, and to performing such ministerial functions as required by law and state regulations.
2. The school committee does not wish unnecessary barriers erected between itself and members of the professional staff or between and among residents and parents of the district, students, ~~in the schools~~, and members of the professional staff. The school committee values the freest possible interchange of ideas outside the established framework of direct responsibility as preeminently desirable in the school system. Nothing should be allowed to interrupt the free and open flow of ideas and assistance among personnel at every level.
3. The school committee encourages the superintendent to keep abreast of and to apply the best known administrative concepts and procedures designed to harness the total talents of the school system's personnel in enthusiastic pursuit of the school's' goals.

Policy Adopted: 4/24/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Organizational Units and Structural Relationships

The administrative organization of the district shall be considered as an orderly means of achieving the district's primary objective, an effective program of instruction for pupils.

The general administrative organization of the district shall be known as the single executive type of school administration with the school committee as the governing body and with all activities under the direction of the superintendent of schools.

An organization chart for the district shall be prepared by the superintendent and approved by the school committee to designate clearly the relationships of all employees within the district organization. The organization chart shall be kept up to date and changes shall be approved by the school committee.

Policy Adopted: 4/24/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Line of Responsibility

Each employee in the district is responsible to the school committee through the superintendent.

All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises.

Administrative officers shall refer such matters to the next higher authority when necessary.

~~All employees shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the school committee.~~

Legal Reference: General laws of Rhode Island 16-2-11 General Powers and duties of superintendent.

Policy Adopted: 4/24/72
Policy Amended: 8/15/16 (Resolution No.

) CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

Administrative Leeway in Absence of Board Policy

In cases where emergency action must be taken within the school system and where the school committee has provided no guides for administrative action, the superintendent shall have power to act, but his decisions shall be subject to review by action of the school committee at its regular meeting. It shall be the duty of the superintendent to inform the committee promptly of such action and of the need for policy.

Policy Adopted: 4/24/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Review of Administrative Decisions

~~It is extremely important for the school committee to know how the professional and classified employees of the school system feel about their jobs.~~

~~To achieve that end, the superintendent is requested to take such action as may be needed to establish a grievance machinery procedure that is based upon cooperation and participation on the part of the teachers, the classified employees, the administration and the school committee, and other elements of the community that may be concerned.~~

~~Such grievance machinery shall be looked at as an approach to the solution of problems which confront teachers, other school employees, and the school district.~~

Policy Adopted: 4/24/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Control and Communication Systems

The superintendent of schools is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the school committee and the administrative rules and regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the school system, to members of the school committee, and to ~~selected persons in~~ the community.

Policy Adopted: 4/24/72
Policy Amended: 8/15/16 (Resolution No.

CRANSTON PUBLIC SCHOOLS
) CRANSTON, RHODE ISLAND

Conflict of Interest

It is the policy of the Cranston Public Schools that all members of the school committee, school officials, and employees must adhere to the highest standards of ethical conduct, respect the public trust and the rights of all persons, be open, accountable and responsive, avoid the appearance of impropriety and not use their position for private gain or advantage.

1. **Prohibited:** No employee of Cranston Public Schools or school committee member shall be financially interested, directly or indirectly, in the profits of any contract, job, work or service to be performed for the Cranston Public Schools, or in the sale or lease to or from the Cranston Public Schools of any land, property, materials, supplies or equipment, except as outlined in item No. 5. No employee of the Cranston Public schools or school committee member shall receive any commission, discount, bonus, gift, contribution or award or share in the profits of any person, corporation, or partnership making or performing such a contract.

It is not the intent of this policy to prevent the district from contracting with corporations or businesses because a board member or employee of the Cranston Public Schools is an employee of the firm. The policy is designed to prevent placing a board member or an employee of the Cranston Public Schools in a position where his or her interest in the public schools and his or her interest in his or her place of employment might conflict and to avoid any appearance of conflict of interest even though such conflict may not exist. In such instances the member is expected to declare an association with the firm and refrain from debating or voting on the question.

2. **Indebtedness:** No employee of the Cranston Public Schools or school committee (or related parties), shall be indebted to the Cranston Public Schools at any time excluding amounts due for ordinary travel and expense advances.
3. **Effect of Stock Ownership in Contracting Corporation:** When a contractor with the Cranston Public Schools shall be a corporation, the ownership of less than five percent of the stock or shares actually issued, shall not be considered as involving an interest in the contract within, in the meaning of paragraph no. 1 unless the owner of such stock or shares is also an officer, director or agent of the corporation, or solicits or takes part in the making of the contract.
4. **Confidential Information:** Employees of the Cranston Public Schools or school committee (related parties) shall not engage in work of any type where the source of information concerning customer, client or employer originates from any information obtained through the Cranston Public Schools.

Conflict of Interest (cont.)

- ~~5. **Employee Participation in For-Profit Activities:** When an employee is selling the employer a product or service, clearly unrelated to the nature of their employment, (i.e., employees who play in bands that are hired for events; instructors involved in art or graphic design services), it is necessary to ensure that the transaction is at arm's length and proper steps are taken to obviate any appearance of conflict of interest. Conditions of musicians, artists, announcers, testing officers, referees, and others providing special and especially creative services to their employers, remain an individual case by case decision.~~
- ~~6. **Related Parties:** All school committee members and central administrators who are members of the executive group are required to complete a related party questionnaire on an annual basis.~~

Policy Adopted: 2/12/96 (Res. No. 96-2-29)

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Automated External Defibrillator (AED) Policy

Purpose Statement:

~~To provide guidance in the management and administration of a workplace AED program for the Cranston Public Schools. Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator delivered within a short time of the onset of VF. An AED is used to treat victims who experience SCA. It is only to be applied to victims, who are unconscious, without pulse, signs of circulation and normal breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.~~

~~Accordingly, Cranston Public Schools has adopted this policy to assist trained lay rescuers to be better prepared in the event of a sudden cardiac arrest situation.~~

System Owner:

Cranston Public Schools

~~To assist all employees in understanding the requirements of the Policy a Program Coordinator has been designated to answer any questions that may arise concerning the AED Policy.~~

Name: _____ Phone: _____ Fax: _____

General Provisions:

- ~~Selection of equipment~~
- ~~Selection of employees for AED training~~

Automated External Defibrillator (cont.)

- ~~Distribution of AED-trained employee lists.~~
- ~~Coordination of training for emergency responders.~~
- ~~Coordinating equipment and accessory maintenance.~~
- ~~Maintain on file a specifications/technical information sheet for each approved AED model purchased or donated.~~
- ~~Consulting local Emergency Medical Services (EMS).~~
- ~~Revision of this procedure as required.~~
- ~~Monitoring the effectiveness of this system.~~
- ~~Communication with medical director on issues related to medical emergency response program including post-event reviews.~~

Medical Control:

The medical advisor of the AED program is:

Name of Licensed Physician or Medical Authority:

Address:

City/town:

Telephone:

The licensed physician or medical authority will provide medical oversight of the AED program including:

- ~~Writing a prescription for AED's.~~
- ~~Reviewing and approving guidelines for emergency procedures related to use of AED's and CPR.~~
- ~~Evaluation of post-event with all rescuers involved.~~

Authorized AED Users:

The EMS in the Cranston Fire Department is ultimately responsible to deliver emergency care.

The AED's may be used by:

- ~~Any trained volunteer responder who has successfully completed an approved CPR/AED training program and has a current successful course completion card.~~
- ~~Training classes should meet the guidelines of a nationally recognized program, such as the American Heart Association, the American Red Cross, or the National Safety Council.~~
- ~~Retraining should occur every year—sooner if equipment, policies or procedures change.~~
- ~~Cranston Public Schools will identify all employees who are AED certified.~~

Automated External Defibrillator (cont.)

AED-Trained Employee Responsibilities:

- ~~Activate external emergency response by directing someone to call 911.~~
- ~~Activating internal emergency response system. Trained employees should know how to recognize signs of sudden cardiac arrest, start CPR right away, locate and use the defibrillator, and care for the victim until the EMS team arrives.~~
- ~~Understanding and complying with requirements of this policy.~~

Equipment:

Food and Drug Administration (FDA) AED that is easy to use such as but not limited to:

Cardiac Science	Phillips Medical Systems/Heartstream
Corporate Headquarters	3000 Minuteman Road
1900 Main Street, Suite 700	Andover, MA 01810-1099
Irvine, CA 92614	(800)263-3342 or (978)687-1501
(888)274-3342	www.medical.philips.com
www.cardiacscience.com	

Defibtech	Welch Allyn (formerly Medical Research Labs. Inc.)
753 Boston Post Road	1000 Asbury Drive
Guildford, CT 06437	Buffalo Grove, IL 60089
www.defibtech.com	(800) 462-0777
	www.welchallyn.com/medical

Heartshine Technologies	ZOLL Medical Corporation
940 Calle Amanecer, Suite E	Worldwide Headquarter
San Clemente, CA 92673	269 Mill Road
(866) 478-7463	Chelmsford, MA 01824-4105
	www.zoll.com

Medtronic Physio-Control
11811 Willows Road NE
PO Box 97006
Redmond, WA 98073-9706
(800) 442-1142 or (425) 867-4000
www.medtronicphysicocontrol.com

Automated External Defibrillator (cont.)

Location of AED's:

- ~~Schools and school department buildings~~

Additional Resuscitation Equipment:

~~Each AED will have one set of defibrillation electrodes connected to the device and one spare set of electrodes with the AED. Also included is a set of infant/child electrodes in the kit. One resuscitation kit will be connected to the handle of the AED. This kit contains two pairs of latex-free gloves, one razor, one set of trauma shears, and one facemask barrier device.~~

Equipment Maintenance:

~~All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:~~

- ~~The AED Program Coordinator or designee shall be responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.~~
- ~~Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. Replace pads, pocket masks and other peripheral supplies that were used.~~
- ~~Complete the AED maintenance checklist and return the AED to a state of readiness.~~

Routine Maintenance:

~~The AED will perform a self-diagnostic test that includes a check of battery strength and an evaluation of the internal components. A volunteer, assigned by the AED Program Coordinator or designee, will perform a monthly AED check following the procedure checklist. The procedure checklist will be initiated at the completion of the monthly check. The procedure checklist will be posted with the AED.~~

- ~~If the OK icon is NOT present on the readiness display, contact the AED Program Coordinator or designee immediately.~~
- ~~If the battery icon is visible, the CHARGE-PAK charging unit needs to be replaced. You may continue to use the AED if needed.~~
- ~~If the wrench icon is visible, the AED needs service. You may attempt to use the AED if needed. Continue to provide CPR until another AED is brought to the victim or EMS arrives to take over care.~~
- ~~If the expiration date on the electrode is near, notify the AED Program Coordinator or designee immediately.~~
- ~~Manufacturer of AED will provide monthly maintenance checklist.~~

Automated External Defibrillator (cont.)

Training:

- Identified employees will renew AED/CPR training every year.

Post-Event Review Documentation:

~~Following each AED deployment, a review shall be conducted to learn from the experience. The AED Program Coordinator or designee shall conduct and document the post event review. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing.~~

~~A summary of the post-event review shall be sent to the AED Program Coordinator or designee and the **Licensed Physician or Medical Authority**. The AED Program Coordinator or designee shall maintain a copy of the post-event review summary.~~

Annual System Assessment:

~~Once each calendar year, the AED Program Coordinator or designee shall conduct and document a system readiness review. This review shall include a team “mock drill” to be conducted with local Emergency Medical Services (EMS) to fine-tune the effectiveness of the program.~~

Cell Phone Reimbursement Policy

School Administrators Use of Personal Cell Phones

~~The Cranston Public Schools will allow school administrators who use their personal cell phone for “business use” to be reimbursed. School administrators shall be defined as: all central administration, principals and special education directors. This reimbursement applies to those school department issues that are handled during the non-business hours (i.e. nights and weekends) or out of office times.~~

~~The administrators must submit a highlighted cellular phone bill that details the time spent on each call. This phone bill must be attached to a requisition form that has been approved by a superior to be considered for reimbursement. Forms will be forwarded to the business office for payment. Calls will be reimbursed at a maximum rate of 10 cents per minute.~~

Policy Adopted: 12/14/09 (Res. No. 09-12-14)

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Cell Phone Usage and Recording Device(s) Policy

~~Cell phones and other handheld communication devices can cause disruption, confusion, and distraction in the workplace. This policy applies to district-issued phones and personal cell phone use.~~

~~While at work and performing job duties, the employee may use cell phones and other communication devices for business/job related purposes and for personal emergencies only. "Personal emergencies" will be interpreted to include calls or text messages related to health care and child care; but to avoid misunderstandings, the employee should notify their supervisor about any special circumstances that may require the use of a cell phone or other handheld device in the workplace. Cameras and recording devices, including cell phone cameras and recorders, may not be used in the workplace. Permission to videotape classroom lessons for educational purposes must have prior approval by the building administrator.~~

~~Employees who violate this policy will be subject to disciplinary actions, up to and including termination.~~

Transgender, Gender Non-Forming and Transitioning Students Policy**I. Policy Statement**

- a. Educators, parents and other stakeholders in public education all have the obligation and duty to ensure that school is a safe and supportive learning environment for all students in order that they may progress academically and developmentally. In order to achieve this end, the School Department shall foster an educational environment that is safe and free from discrimination for all students, regardless of sex, sexual orientation, gender identity or gender expression.

II. Legal Authority

- a. Title IX of the education Amendments of 1972, 20 U.S.C. §1681 et. seq., is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. Specifically, Title IX's sex discrimination prohibition extends to claims of discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity and the Office of Civil Rights accepts such complaints for investigation.¹
- b. The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 123g (1974), (FERPA), is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Pursuant to FERPA, schools have a legal obligation to protect the privacy of transgender, gender nonconforming and transitioning students when maintaining education records.²
- c. The United States Department of Education and the Rhode Island Department of Education have issued guidance stating that School Districts shall adhere to both Title IX and FERPA in order to protect transgender, gender nonconforming and transitioning students from discrimination and to protect their privacy.
- d. Rhode Island General Laws § 11-24-1 et. seq., entitles all persons within the jurisdiction of the state to the full and equal accommodation, resort or amusement, and prohibits discrimination based on gender identity or expression.
- e. The Rhode Island General Assembly mandates that school committees, including the Cranston School Committee, assure the implementation of federal and state laws, the regulations of the board of regents for elementary and secondary education, and of local school policies, programs, and directives. It also mandates that school committees address the health and wellness of students.³
- f. The Rhode Island General Assembly requires superintendents of schools to implement policies established by school committees and to comply with provisions of federal and state law.

III. District's Adoption of Guidance

- a. The Cranston School Committee hereby adopts the U.S. Department of Education's Guidance on Transgender Students and the Rhode Island Department of Education's Guidance on Transgender and Gender Nonconforming Students.

IV. District Protocol

- a. The Superintendent of Schools shall forthwith establish a districtwide protocol facilitating the terms of this policy that is consistent with applicable federal and state law, rule, and guidance from the U.S. Department of Education and Rhode Island Department of Education.

V. Evaluation and Review

- a. This policy shall be reviewed and updated on a regular basis, and shall be automatically amended to conform to amendments and changes in applicable state and federal laws, rules, and regulations.

Policy Adopted: 8/15/16 (Resolution No.

**) CRANSTON PUBLIC SCHOOLS
CRANSTON, R.I.**

¹ Dear Colleague Letter: Transgender Students (May13, 2016) available at:
<http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201605-title-ix-transgender.pdf>

² Id.

³See R.I. Gen Laws 16-2-9 §§ (a) (3) & (24)